



## **Governor's Office of Homeland Security and Emergency Preparedness**

### **Homeland Security Grants Project Application Instructions**

The Homeland Security Grant Project Application contains seven tabs. The first tab is the overall project application and the tabs that follow are budget sheets for equipment, exercise, management and administration (M&A), organization and planning and a training request form. The same project application cannot be used for multiple projects. Prior to funds being expended, an entire project application must be submitted and approved.

Applicants shall not undertake any project having the potential to impact Environmental & Historic Preservation (EHP) resources without prior approval from GOHSEP through FEMA, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment.

#### **Project Application**

##### **❖ Section I: Grant Information**

Enter the Legal Entity Name.

Select a grant name/year using the drop down list. To view the list, left click in the box and a small arrow will appear on the right of the box. When you click the arrow, you will be able to select one of the choices from the drop down list.

The grant name and grant year will correspond to the grant number. The grant number will automatically populate once the grant name/year are selected.

Enter the date the project application is being submitted to GOHSEP for review.

##### **❖ Section II: Project Information**

Project Title – Provide a one sentence title that fully describes the project.

Project Type - Select a project type from the drop down list.

Fusion Center – Select one option from the drop down list, either yes, if this project is related to a fusion center, or no if it does not.

Maintenance & Sustainment – You will be given three options to select from. (1) Sustaining or maintaining a capability acquired with federal homeland security funding, (2) Sustaining or maintaining a capability acquired without federal homeland security funding and (3) Development or acquisition of a new core capability.

Project Description – Provide a detailed description of the project. The description must include the scope of the project and how it supports the investment justification. You must be specific.

Investment Supported (Applies only to HSGP Grants: SHSP, MMRS, CCP and UASI) - The options in the drop down list for the investment supported are based on the grant name and grant year selected. Funds for the HSGP grants can only be allocated towards projects included in the Investment Justifications for the particular grant year the project application is for.

Mission Area – A drop down box will appear with the following options: Prevention, Protection, Response and Recovery.

Core Capability / Target Capabilities - Up to two Core Capabilities / Target Capabilities may be selected. The drop down list is based off of the mission area selected in the drop down directly above. If you would like additional information regarding the Target Capabilities, more information is available at <https://www.rkb.us/hspd8.cfm> . The Crosswalk of Target Capabilities to Core Capabilities can be located at <http://www.fema.gov/pdf/prepared/crosswalk.pdf> . The Core Capabilities are outlined in the National Preparedness Goal and the link to the National Preparedness Goal is <http://www.fema.gov/pdf/prepared/npq.pdf> .

State Goal / Urban Area Strategic Goal / Emergency Management Function - In order to see the drop down list, a grant name must have been selected in Section I. (1) If you selected an HSGP grant and the IECGP grant, the State Goals will appear in the drop down list. (2) If you selected UASI Region 1 or UASI Region 2, the Urban Area Strategic Goals for that particular Region will appear in the drop down list. (3) If you selected EMPG, the Emergency Management Functions will appear in the drop down list.

State Strategy Objectives / UASI Objectives / EMF - You may select up to two objectives. The options for your objectives will be based on the State Goal, Urban Area Strategic Goal or Emergency Management Function selected. (For instance, if you are working on a SHSP project application and you have selected Interoperable Communications as the state goal, all of the objectives that appear will be objectives directly under that State Goal. The options will be OBJ 1.1 through OBJ 1.5.)

❖ **Section III: Total dollar amount requested by solution area.**

The dollar amount will automatically calculate once each of the budget sheets are completed.

❖ **Section IV: Approval of Project by Designated Point of Contact**

The project application must be signed by the Designated Point of Contact. The Point of Contact must have been designated by the Authorized Representative.

### **Solution Area Budget Sheets**

Each solution area has an individual budget sheet. A budget sheet must be completed for each solution area your project applies to. If a solution area does not apply, just leave blank.

### **Equipment Budget Sheet**

- ❖ At the top of the budget sheet, the grant name / grant year and project title will automatically populate based on the information selected on the project application tab.
- ❖ Description of Item - Enter the description of the item you would like to purchase. The description must be specific. *Example: Interoperable Communications Equipment is not acceptable. XTS 2500 portable radio is an acceptable description.*
- ❖ AEL Ref Number - For equipment requests, you must enter an AEL number. You can locate the AEL number that best corresponds to your equipment by going to [www.rkb.us](http://www.rkb.us). The direct link to the Authorized Equipment List (AEL) is <https://www.rkb.us/mel.cfm?subtypeid=549>. When you click on an item on the AEL, you must check the specific grant to determine if that grant allows that specific item.
- ❖ AEL Equipment Category – The AEL Equipment Category will automatically populate based on the AEL number selected. The AEL Equipment Category directly corresponds to the authorized equipment list. *(Example: If radios were purchased and the equipment you purchased was approved under AEL number 06CP-01-PORT, the subcategory would be Interoperable Communications because 06 in the AEL is for Interoperable Communications Equipment. If a GPS was purchased and the equipment you purchased was approved under AEL number 04AP-02-DGPS, the subcategory would be Information Technology because 04 in the AEL is for Information Technology).*
- ❖ The following questions will need to be answered: is the equipment mobile or portable and does this equipment require installation? When you click in the box, a drop down will appear with yes and no. If you answer no to the first question and/or yes to the second question, you must provide an explanation. These questions will assist the grant specialist in determining whether or not an Environmental and Historic Preservation (EHP) screening form will need to be completed and submitted to FEMA for review.
- ❖ Discipline - Select a discipline from the drop down list. ALL is no longer an option due to the minimum spending requirements for law enforcement terrorism prevention activities under the SHSP and UASI grants.
- ❖ Enter the quantity of items being purchased and the unit cost of the items.

### **Exercise, M&A, Organization and Planning Budget Sheets**

- ❖ At the top of the budget sheets, the grant name / grant year and project title will automatically populate based on the information selected on the project application tab.
- ❖ Enter a description of the costs.
- ❖ Solution Area Subcategory - Select a subcategory that best describes the costs from the drop down list.

- ❖ Discipline - Select a discipline from the drop down list.
- ❖ Enter the quantity of items being purchased and the unit cost of the items.

### **Training Request Form**

For all training requests, a training request form must be submitted.

- ❖ The information under Section I on the training request form will automatically populate based off of the information entered on project application.
- ❖ Sponsoring Agency – Enter the name of the agency sponsoring the course.
- ❖ Course Title – Enter the title of the course number. If there is a course number, the course number should be included as well.
- ❖ Type of Training – There are four types of training: FEMA provided training, State sponsored course, Federal sponsored course and training not provided by FEMA. These options will appear in a drop down list.
- ❖ State Goal Supported, Investment Justification Supported and Mission Area – These three items will populate based off of the information entered on the project application
- ❖ Core Capability / Target Capability – This item will populate based off of the first Core Capability / Target Capabilities selected on the Project Application tab.
- ❖ Level of Training – There are three levels of training: Awareness level, Performance level and Management & planning level. These options will appear in a drop down list.

The following information was taken directly from

<https://www.firstrespondertraining.gov/content.do?page=courseLevels>

“Awareness level courses are designed for responders who require the skills necessary to recognize and report a potential catastrophic incident or who are likely to witness or investigate an event involving the use of hazardous and/or explosive devices”.

“Performance level courses are designed for first responders who perform tasks during the initial response to a catastrophic event, such as safeguarding the at-risk public, rescuing victims, decontaminating victims”.

“Management and planning level courses are designed, as the title suggests, for managers who build plans and coordinate the response to a mass consequence manmade or natural event”.

- ❖ Intended Audience – Select all of the disciplines that apply.
- ❖ Number of Attendees – Enter the number of individuals attending the course.

- ❖ Course Costs – Enter the entire costs for attending this course. Include registration fee, per diem, travel, etc.
- ❖ Dates of Course – Enter the dates the course will be delivered/attended.
- ❖ Requirements for HSGP Training not provided by FEMA – Per the HSGP Grant Guidance, there are six criteria that must be met for a course to be funded using FEMA funds. Make sure you have read the certification and the course you are applying for meets all of the criteria.
- ❖ Description of Course – Enter a detailed description of the course. If there is a course announcement and/or syllabus, please submit the documentation with the training request form.

### **HELPFUL RESOURCES:**

- ❖ For the HSGP grants, you can view examples of allowable planning costs, allowable organizational activities, allowable training costs and allowable exercise related costs by viewing the Homeland Security Grant Guidance.

For FY-10 the allowable program activities begin on page 70 of the Grant Guidance. Examples of allowable expenses begin on page 73.

The FY-10 HSGP Grant Guidance can be located at [www.fema.gov/pdf/government/grant/2010/fy10\\_hsgp\\_kit.pdf](http://www.fema.gov/pdf/government/grant/2010/fy10_hsgp_kit.pdf).

For FY-11 the allowable program activities begin on page 59. Examples of allowable expenses begin on page 62.

The FY-11 HSGP Grant Guidance can be located at [www.fema.gov/pdf/government/grant/2011/fy11\\_hsgp\\_kit.pdf](http://www.fema.gov/pdf/government/grant/2011/fy11_hsgp_kit.pdf).

- ❖ For additional information pertaining to training, you can visit [www.firstrespondertraining.gov](http://www.firstrespondertraining.gov).
- ❖ For additional information pertaining to the Homeland Security Exercises and Evaluation Program (HSEEP), you can visit <https://hseep.dhs.gov>.

If you have any questions, please feel free to contact the Homeland Security Grant Specialist assigned to your Region. We are always happy to assist you.